

# City Manager's WEEK IN REVIEW

In an effort to better inform Council, employees and the public about current City activities and issues, the City Manager's Office issues the Week In Review with highlights from staff activities for the prior week. The Week In Review is published online and distributed every Monday. If you have comments, questions or suggestions regarding the Week In Review, please contact City Manager Eden Freeman at [citymanager@winchesterva.gov](mailto:citymanager@winchesterva.gov) or 540-667-1815.

## PUBLIC SAFETY

### Winchester Police

- Several officers attended DUI Training with the Commonwealth Attorney and Crisis Intervention Training.
- Working with Winchester Fire & Rescue to plan Trunk-or-Treat event.
- Attended Crime Watch meeting at Shenandoah University.
- Attended Substance Abuse Coalition meeting.
- Attended Northside Neighborhood Watch meeting.
- Helped promote Social Media Training for Parents through Council Against Domestic Violence and Sexual Assault.
- Participated in the Active Shooter Exercise on September 24 and post-event discussion.
- SWAT and CIT assisted Frederick County Sheriff's Office with executing search warrant on September 23.

Police Activity	#
Calls for Service	777
Violent Crimes	12
Property Crimes	25
Accident Reports	9
Alarms (all false)	22
Directed Patrols	65
Directed Patrols	14
Old Town (OTW)	
Extra Patrols	52
Extra Patrols OTW	4
Traffic Citations	11
Written Warnings	20

### Winchester Fire & Rescue

- Conducted annual Work Performance Testing.
- Installed standardized station monitoring scanners in all four fire stations.
- Chief Baldwin conducted chief's office hours on Monday at Shawnee Station 4.
- Facilitated Berryville Trench Rescue Review for Clarke County Emergency Services.
- Preparing for Fire Prevention Week.
- Attended 2017 Apple Blossom Firefighters Parade kick off meeting.
- Met with Frederick County Fire and Rescue and Virginia Department Emergency Management Hazmat Officer to discuss the Hazmat grant replacement.
- Met with finance to discuss funding options for items requested under the Assistance to Firefighters grant that was not awarded by FEMA.
- Provided EMS standby for STOMP Epilepsy Awareness 5K walk.
- Working on 2017/2018 fiscal year budget preparation.
- Participated in the active shooter exercise.
- Gathering after-action information concerning active shooter drill.
- Assisted Mount Weather with an exercise for their public safety staff.
- Attended a protocol meeting at the Lord Fairfax EMS council for revisions to WFRD current protocols.

F&R Activity	#
Fire	2
Overpressure	1
EMS/Rescue	90
Hazardous Condition	4
Service Call	10
Good Intent	8
False Alarm	4
Special Incident	0
Plan Review	0
Inspections	9
Reinspections	2

- Completing a verification of skills for ACLS instructors Deputy Chief McClellan and Drew DeHaven.
- Assisting with the VFOA modular program on Saturday in Abington, Virginia.
- Administered flu shots to 23 Fire and Rescue personnel.
- Evaluating vacant/unsafe structures for annual status review.
- Planning for Fire Prevention Month presentations and community events, including WFRD's Open House on October 8 from 10 am-2 pm.
- Working on Public Safety Trunk-or-Treat scheduled for October 26 (6-9pm) at Shawnee Fire Station.
- Posted weekly call log on the City's website: [September 15-21](#).

## Emergency Management

- Communications Project:
  - Continued Working on Punch List
  - Continued Identifying Problem Areas
  - Working on IP Logger Tape Drives
- Attended Northern Valley Emergency Preparedness Team meeting.
- Met with American Red Cross concerning facilities agreement.
- Attended Virginia Department of Emergency Management's fall forum.
- Initiated review of Active Shooter Exercise evaluation forms.

## PUBLIC SERVICES

### Public Works, Utilities, Facilities Management, Transit

- A failed culvert on Dodge Avenue on the east side of I-81 caused the road to wash away during the heavy rains on Thursday (see photo in Communications section below). As a result, the City's water main in the area broke. VDOT and their contractor were very cooperative and repairs to the water main were completed about 12:30 am on Friday morning, restoring service to our impacted customers.
- Flooding occurred along N. Cameron Street on Thursday due to the heavy rains. Staff is exploring possible causes as this amount of flooding has not occurred in the past.
- SVEC is planning to start replacing the existing street lights with LED's in the northeastern section of the city next week.

### City Projects Update

- **FY17 Street Repaving** – Jubal Early between S. Loudoun and Valley Avenue was successfully repaved at night this week. The striping will be completed next week (weather permitting). Additional street paving is scheduled to start again in mid-October.
- **Green Circle Trail** – The final section of the trail just north of Pall Mall Street was paved and the trail is now open from Pall Mall Street north to the intersection of Kent/Cecil.
- **Joint Judicial Center Renovation** - The final two courtrooms have been renovated and will be placed back into service next week. All construction work on the courtrooms has now been completed. Work on the security system upgrades throughout the building will begin soon.

### Weekly Performance Measures

Division	Activity	Past Week	2016 Year-to-Date Totals	Measurement
Streets	Sidewalks Repaired/Replaced (City)	5	178.75	Linear feet
	Streets Repaved	0	6.79	Lane miles
	Potholes Repaired	9	121	#
Trees	Dead/Diseased Trees Removed	5	125	#
	Trees Trimmed	0	440	#
	Stumps Removed	5	379	#
Traffic	Street Signs Installed or Replaced	4	200	#
	Pavement Markings Repainted (City)	1,252	7,147.33	Linear feet
	Pavement Markings Repainted	0	125,570	Linear feet

	(Contractor)			
<b>Refuse &amp; Recycling</b>	Refuse Collected	121	4,723.84	Tons
	Recycling Collected	53.5	2,179.97	Tons
	Large Item Pickups	6	123	#
<b>Transit</b>	Total Passengers	2,945	104,160	#
	Revenue Miles Picking Up/Dropping Off Passengers	3,833	146,673	Miles
	Revenue Hours Picking Up/Dropping Off Passengers	364	13,883	Hours
<b>Utility Billing</b>	Payments Processed	985	52,760	#
	New Bills Mailed Out	0	47,478	#
	Water Services Turned Off for Non-Payment	25	890	#
<b>Water Treatment Plant</b>	Average Daily Water Demand	7.90	7.25	Million gallons/day
	Peak Daily Water Demand	8.2	9.06	Million gallons/day
<b>Wastewater Treatment Plant</b>	Average Daily Flow Treated	5.70	7.74	Million gallons/day
	Peak Daily Flow Treated	6.11	18.49	Million gallons/day
<b>Water Distribution and Wastewater Collection</b>	Water Main Breaks Repaired	1	33	#
	Water Meters Read	1,328	53,720	#
	Fire Hydrants Flushed	0	1,311	#
	Sewer Mains Cleaned	2,523	98,517	Linear feet
<b>Engineering</b>	Site Plans Reviewed	0	36	#
	Right-of-Way Permits Issued	1	72	#
	Stormwater Facility Inspections	0	23	#
	Erosion & Sediment Control Inspections	38	1,188	#
<b>Facilities Maintenance</b>	Work Requests Completed	21	669	#
	Special Events Assistance	0	9	#
	Maintenance of Pedestrian Mall	28	843	Staff hours
<b>Equipment Maintenance</b>	Total Repairs Completed	21	1,976	#

## DEVELOPMENT SERVICES

### Economic Redevelopment

- Held Special EDA special meeting on Monday. EDA decided to enter into an exclusive negotiating agreement with Glaize Developments, Inc. for the purpose of redeveloping the Winchester Towers.
- Met with EDA accountant to discuss streamlining accounts payable process.
- Met with various local businesses to discuss incentive eligibility and expansion plans.
- Prepared additional materials for Winchester Towers demolition request item for BAR review.

### Old Town Winchester

- Finished the 2016 main Farmers Market season last Saturday. Average attendance at the market this year was over 1,000/week and weather impacted attendance. Revenue from vendor fees was \$3,600.
- Preparing for start of a smaller [Fall Farmers Market](#) this Saturday with a few vendors. Continuing outreach to recruit vendors and promote the fall market.
- Private event held at the Taylor Pavilion last weekend generating \$300 in revenue.
- Continued to develop ads for downtown businesses as part of the Greatness Program. Ads mentioning businesses by name currently run on iHeart radio and an OTW video is running before every movie at the Apple Blossom Movie Theater.



- Sharing information regarding the OTDB with interested citizens. At the end of October, the OTDB will have five vacancies: one Winchester resident and four owners of property or operators of a business within the special downtown assessment districts.
- Preparing for Spooktacular (popular downtown trick-or-treat event) on Saturday, October 29.
- OTDB members discussed interest in public art projects with Shenandoah Arts Council.
- Began regular distribution of [Old Town Winchester Shopping and Dining Guides](#) at the Clear Brook Welcome Center on I-81.

### Winchester-Frederick County Tourism

- Attended a northern Shenandoah Valley farm to fork planning meeting at the Mimslyn in Luray, which will be the host facility for the event on March 6, 2017. Discussed logistics, invitations, budget and back-up plans.
- Hosted two travel writers, with an angle towards wineries, distilleries, Old Town and fine dining.
- Successfully launched the [Shenandoah Spirits Trail](#) on Thursday with great regional media coverage and attendance by trail partners. Several travel writers also attended.
- Worked with Mikula|Harris to distribute a visitor survey to assist in the data collection phase of the tourism branding currently underway for Winchester-Fredrick County.
- Continued follow-up communications with connections made with travel writers during the recent MATPRA conference.



### Planning

- Presented the Fairmont Avenue and the N. Loudoun Street Corridor Enhancement (CE) Districts at the September 27 City Council Work Session. The request was tabled until the October 11 Council work session in advance of first and second readings.
- Prepared staff reports and agenda packets for the October 4 Planning Commission Work Session and the October 18 regular meeting. The agendas include five new public hearing cases:
  - **CUP-16-536** Request of Shentel on behalf of Valley Proteins for a conditional use permit for a telecommunication facility at 501 West Jubal Early Drive
  - **CUP-16-559** Request of Ateethi Services LLC for a Conditional Use Permit for extended stay lodging at 2645 Valley Avenue
  - **RZ-16-562** AN ORDINANCE TO REZONE 0.11 ACRES OF LAND AT 110 LEE ST/312 W CORK STREET FROM CONDITIONAL ZONED HEALTH SERVICES (HS) DISTRICT TO MEDIUM DENSITY RESIDENTIAL (MR) DISTRICT..
  - **CUP-16-563** Request of Larry Yates on behalf of George M. Murphy for a Conditional Use Permit for a private museum located at 705 South Loudoun Street.
  - **CUP-16-565** Request of John Nelson on behalf of 32 Valley Ave LLC for a Conditional Use Permit for conversion of ground floor commercial to residential use at 914 South Braddock Street.
- Met with Public Services and Inspections staff to review site conditions and recent house construction on Linden Drive where City Council approved 23 building lots in 2002.
- Together with Zoning and Inspections, reviewed draft Zoning Ordinance amendment by Zoning Administrator to city signage regulations to reflect compliance with recent federal court rulings.

### Zoning & Inspections

- Completed:
  - 77 building permit inspections and issued 44 building permits (\$1,318,056 valuation)
    - Notable permits:
      - 2714 Loyalty Ct – New Single Family Dwelling - \$304,000 valuation
      - 333 W. Cork St – Old Hospital – 2<sup>nd</sup> Floor Remodel - \$400,000 valuation



- 627 N. Pleasant Valley Rd – Friendship Fire Station – New telecom facility - \$306,000 valuation
  - 47 code enforcement inspections and initiated 16 new cases
  - 5 new business reviews (3 Certificates of Business, 2 Certificates of Home Business)
- Removed 10 signs from the public right-of-way (YTD=527).
- Issued final certificate of occupancy for building #2 at Shenandoah University's Aspirational Village (1330 L. P. Hill Drive).
- Met with Planning Director, Communications Manager, Building Official, Planning Director, IT, and Economic Redevelopment to continue discussing website enhancements pertaining to development/construction related requirements and guides and ways to make the information more user-friendly and easy to understand. Our goal is to have the most frequent topics redesigned and available by the end of the calendar year.
- Met with Public Services to discuss the planned City Hall renovation project.
- Two staff members attended the Virginia Association of Zoning Officials (VAZO) fall conference.

Permit #	Type	Address	Description	Value
16 00000696	NGAS	19 Peyton St	New Ngas Range	\$200
16 00000894	SIGN	2638 S Pleasant Valley Rd	2 Building Mounted Signs	\$2,840
16 00000926	MECH	2714 Loyalty Ct	New Work	\$12,000
16 00000926	NGAS	2714 Loyalty Ct	New Work	\$3,000
16 00000926	PLBG	2714 Loyalty Ct	New Work	\$10,000
16 00000926	RIFI	2714 Loyalty Ct	New Sfd	\$304,000
16 00000938	MECH	1042 Berryville Ave	New Refrigeration System	\$25,000
16 00000939	BLDG	1010 Amherst St	Interior Demo	\$10,000
16 00000940	TTS	901 Amherst St	60x90 Tent	\$25,000
16 00000888	RR	404 S Washington St	Roof Replacement	\$7,800
16 00000948	OCCU	2600 Valley Ave	Occupancy Cert.	\$1
16 00000949	OCCU	707 Fort Collier Rd	Occupancy Cert	\$1
16 00000462	BLDG	1873 Valley Ave	Flag Pole W/ Foundation	\$2,000
16 00000755	PLBG	86 Featherbed Ln	Install Fixtures	\$3,000
16 00000877	RADI	119 N Loudoun St	Replace 3 Antennas & Add 6 Ant	\$37,500
16 00000889	BLDG	1810 S Loudoun St	New Retaining Wall	\$30,000
16 00000904	NRRM	333 W Cork St	Remodeling 2nd Floor	\$400,000
16 00000911	MECH	1430 Greystone Terr	2 Heat Pumps	\$11,000
16 00000911	PLBG	1430 Greystone Terr	New Fixtures	\$3,500
16 00000911	RREM	1430 Greystone Terr	5x20 Addition	\$6,500
16 00000912	PLBG	620 N Cameron St	New Work	\$5,850
16 00000932	NRRM	302 S Cameron St	Adding Partition Walls	\$5,000
16 00000933	SIGN	2142 S Pleasant Valley Rd	1 Building Mounted Sign	\$1,300
16 00000936	BLDG	799 Fairmont Ave	Concrete Pad For Elc Generator	\$8,635
16 00000951	NGAS	2633 Stonegate Dr	Replacing Water Heater	\$0
16 00000951	PLBG	2633 Stonegate Dr	Replacing Water Heater	\$780
16 00000954	BLDG	22 E Monmouth St	Partially Demolish Structure	\$6,000
16 00000841	RADI	627 N Pleasant Valley Rd	Extend Hose Tower & Add 9 Ante	\$306,000
16 00000905	RREM	1336 Ramseur Ln	Elevator Shaft Only	\$35,000
16 00000920	NGAS	1211 Rodes Cir	Furnace	\$250
16 00000937	RREM	1956 Melvor Ln	Basement Remodel	\$6,000
<b>44 TOTAL</b>				<b>\$1,318,056</b>

**TYPE KEY:** NGAS=Natural Gas | TTS=Tents and Temporary Structures | PLBG=Plumbing | RREM=Residential Remodel | RESR=Residential Remodel/Additions | AMUS=Amusement Device | LGAS=Propane Gas | MECH=Mechanical | FSUP=Fire Suppression | FALL=Fire All Other | CHNG=Change of Use | RADI=Radio Tower or Antenna | NRAA=Non-Residential Additions and Alterations | NRRM=Non-Residential Remodel | CIFI=Commercial Industrial Finished | NR=Non-residential Reroof | OCCU=Occupancy

## PARKS & RECREATION

- Participated in the Active Shooter Exercise to provide support at the War Memorial Building as the family unification facility.
- Staffed the Park Advisory Board meeting on Monday, September 26.
- Preparing to participate in the WOW! (World of Works Expo) in mid-October for area middle school students.
- Working on plans for a Veterans Day program that will be held at the War Memorial Building on November 11.
- SwimKare is onsite draining the Outdoor Baby Pool and preparing for the resurfacing project.
- Preparing to help with the Green Circle 5k on Saturday, October 1.

## WINCHESTER PARKING AUTHORITY

- 2,631 vehicles utilized the garages from September 21-27.
- As of September 27, there were 960 monthly parkers in the garages (5 rentals and 1 cancellation).
- Installed pass through window at the WPA main office in the George Washington Autopark. Next, a speaker system will be installed.
- On Wednesday, September 28 a tour bus arrived in Winchester and utilized Fairfax Lane between N. Loudoun Street and Braddock Street.
- Met with representatives of Market Street Church to discuss parking along Cork and Cameron Streets in front of the church.

## SOCIAL SERVICES

- Received 61 Benefit Program applications: 27 SNAP, 37 Medicaid, 6 TANF, 5 Child Care.
- Currently serving the following individuals in Benefit Programs:
  - 3,831 receive SNAP
  - 223 receive TANF
  - 5,338 receive Medicaid
  - 39 receive VIEW Services
  - 31 receive Child Care subsidy (60 families/99 children are currently on the waiting list)
- Completing 46 Child Protective Services family assessments and investigations relating to allegations of child maltreatment.
- Responding to 6 Adult Services intakes.
- Maintaining 58 adult guardianship report cases.
- Staff continue to participate in Eligibility Modernization training and preparation for upcoming transition of the Supplemental Nutritional Assistance Program (SNAP) to the VaCMS system on October 3, 2016. Agency is entering final phase to have all Benefit Programs in one data system.
- Staff attended:
  - FOIA Software training
  - United Way Emergency Food and Shelter Program Award discussion
  - VDSS Child Care Subsidy Program meeting
  - WDSS Full Staff Meeting and presentation by Habitat for Humanity
  - Meeting with the American Red Cross to discuss mass care planning

Weekly Activity	#
Walk-in clients	152
Client info drop offs	75
Child Protective Service referrals	9
Placed "on notice" for foster care entry by JDRC	5
Children in foster care	27
Entered foster care	0
Exited foster care	0
Child Protective Services ongoing case management	23
Adult Protective Service referrals	0
Adult services case management load	15
Adult guardianships	3
Adult protective services investigations	21
Benefit fraud investigations	3
Fraud allegations received	0
Family Services Prevention case management load	11

## SUPPORT SERVICES

### Information Technology

- Completed SunGard software suite upgrade and continued testing. Began testing new EDGE interface for SunGard.
- Issued purchase order for interim network engineering consultant to provide support while recruiting a new network engineer.
- GIS:
  - Completed more bus stop updates for Schools.
  - Continued work with Utilities to establish a process for updating water and sewer mapping.
  - Working with Police to map some crime locations.
- Worked on hardware for JJC security upgrade.
- Prepared for online video streaming of Council meetings. More work with vendor is needed.
- Worked on revised procedures for Treasurer processing of DMV Stops.
- Worked with ECC and Radio Manager to get remote access to new radio system.
- Resolved SunGard C2G server out of storage space issue.
- Worked with VITA/NG to test new Social Services network configuration.
- Vendor worked on website font size issue to improve visibility.
- Reviewed and commented on City Hall renovation plans.
- Configured Google Analytics for the main website.
- With PIO, started looking at Section 508 compliance issues for web presence.
- With PIO, started review of development portions of the website.
- Restored Sheriff's website after server failure.

## COMMUNICATIONS

- Distributed September 30 electronic newsletter, [CitE-News](#), to subscribers and posted on social media.
- Participated in Saturday's Active Shooter Exercise and practiced activating and managing the Joint Information Center.
- Continued discussions with Emergency Management and Police PIO concerning the City's Emergency Support Function #15-External Affairs plan. Designated a schedule for completing the ESF#15 and developing a comprehensive Crisis Communications Plan.
- Met again with development services departments to begin redesigning information on the Planning/Zoning/Inspections webpages to make them more user-friendly.
- Continuing to mentor high school student interested in a career in communications.
- Met with IT to discuss future upgrades/fixes for the City's website.
- Set up several interviews with Council for board vacancy applicants.
- Started researching Section 508 compliance requirements for the website.
- Press releases sent:
  - [Community's emergency preparedness progresses with exercise](#)
  - [Annual Winchester-Frederick County Tourism Spending Increased by \\$3.5M in 2015](#)
  - [Winchester Police Assist with Executing Search Warrant \(PD\)](#)
- Current Projects:
  - Improve development services webpages and information to be more user-friendly
  - Add Economic Development information on City's website
  - Old Town Winchester holiday postcard design
  - Working with software vendor to improve online Boards+ portal
  - 2017 Informational Calendar ([now accepting photo submissions](#))
  - Crisis communications & ESF#15-External Affairs plans
  - Green Circle brochure and mile marker map
  - CAFR and Budget Manual cover designs
  - Strategic Plan Performance Measures and booklet
  - Human Resources recruitment brochure design
  - VML Capital Tree hand-made ornament submission

- FOIA software implementation and staff training
- Informational video series
- Articles in *The Winchester Star* this week:
  - September 24 –
    - 2 detained after search warrant served in city
    - VDOT projects aim to keep area roads safe
    - City asks for legal opinion on Towers demo
  - September 26 –
    - Responders train for deadly threat
    - Commentary Open Forum: Thank a first responder
    - Area tourism officials: Raise a glass to the Shenandoah Spirits
  - September 27–
    - EDA tags Glaize plan for Towers
    - Photo: Community police presence on Loudoun Street Mall
  - September 28 –
    - Chairman removed from position
    - Search warrant provides details of SWAT raid
    - City Sheriff's office to host blood drive
  - September 29 –
    - Suspicious package shuts down section of West Jubal Early Drive
    - Police searching for man possibly connected to two area burglaries
  - September 30 –
    - Nonprofit group upbeat about plans for park
    - Region hit with overdose blitz
    - Heavy rainfall floods local roads, buildings
    - City Council tables ordinance
    - Woman facing assault and battery charges following Wednesday incident
- WHAG reports:
  - Redevelopment company selected for Winchester Towers [Watch](#)
  - Tourism spending increased in Winchester-Frederick County [Watch](#)

## Photos of the Week



The City, Winchester Public Schools and Winchester Medical Center held an Active Shooter Exercise on Saturday, September 24 which included over 350 participants and volunteers. Other agencies from surrounding jurisdictions also participated: Frederick County Sheriff's Office, Frederick County Fire and Rescue, and Virginia State Police. Actors playing students, teachers, school staff, media and parents were provided by Shenandoah University's Performing Arts Majors and Winchester Little Theatre.





Flooding in Frederick County caused a culvert to fail, which damaged a City water main (in lower right of photo). This photo was taken by a Public Services employee and the City posted on its Instagram feed. The photo got the attention of The Weather Channel who asked for permission to publish it.

## BOARD VACANCIES

- Current [Board Vacancies](#):
  - Old Town Development Board (owner/operator)
  - Economic Development Authority
  - Board of Architectural Review
  - Fire Prevention Code Board of Appeals (Alternate)
  - Local Building Code Board of Appeals (Alternate)
  - Lord Fairfax Emergency Medical Services Council
  - Frederick-Winchester Service Authority
  - Environmental Sustainability Taskforce
  - Winchester Parking Authority (unexpired term ending 5-31-20)
  - Social Services Advisory Board (unexpired term ending 3-31-19)

*Note: Unexpired terms do not count against the two-term limit requirement.*
- Upcoming Vacancies:
  - Old Town Development Board (owner/operator and at-large resident)